



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

March 9, 2020

DIVISION MEMORANDUM
No. 040s. 2020

RECLASSIFICATION FOR MASTER TEACHER III AND HEAD TEACHER POSITIONS

To: Assistant Schools Division Superintendent
Chiefs, CID & SGOD
Education Program Supervisors
Public Schools District Supervisors
Heads of Elementary, Secondary and Integrated Schools
All Others Concerned

1. The Schools Division of Capiz is now accepting application for reclassification of Master Teacher III and Head Teachers for School Year 2020-2021.
2. Applicants must meet the Qualification Standards for the positions per DECS Order No. 57, s. 1997 and DepEd Order No. 97, s. 2011.

For Master Teacher III

POSITION TITLE AND SALARY GRADE	EDUCATION REQUIREMENTS	EXPERIENCE REQUIREMENT	TRAINING REQUIREMENTS	ELIGIBILITY REQUIREMENTS
Master Teacher III (SG - 20)	M.A. in Education or equivalent. The following are considered equivalent: a. Bachelor's degree for teacher or equivalent plus at least 20 units M.A. b. Bachelor's degree for teachers or equivalent plus at least 20 graduate units and at least 18 credit allowances education units + 20 units M.A.	2 years as Master Teacher II with Very satisfactory performance rating	At least 45 points in leadership, potential and achievement provided the activities or accomplishments cited for this purpose had not been credited for an earlier promotion	RA 1080 (Teacher)

The following pertinent documents must be submitted:

- a. Application Letter;
- b. Personal Data Sheet (CSC Form 212 Revised 2017);
- c. Service Record;
- d. Transcript of Record for Masteral or Doctorate Degree with CAV;
- e. At least Very Satisfactory Performance Rating for SY 2018-2019 and 2019-2020;
- f. Renewed PRC License (Expired License will not be processed);
- g. Demonstration Teacher;
- h. Leadership & Potential (not been used for earlier promotion);
 - A. 1. Curriculum/Instructional Materials
 2. Effective Teaching Technique
 3. Simplification of Work
 4. Income Generating Projects
 - B. Subject Coordinator
 - C. Chairman of Special Committee
 - D. Community Coordinatorship
 - E. Initiated Educational Research activity duly approved
 - F. Initiated/ Organized/Engaged In-Service training
 - G. trainer/Coach to contestants who received prizes, commendations or any form of recognition
 - H. Authorship
- i. Other Pertinent Documents

The above stated documents shall be submitted to Mrs. Ma. Sharon S. Barrientos, HRMO of the Schools Division of Capiz

For Head Teachers I-III

Head Teacher I (SG – 14)	Bachelor's degree in Education; or Bachelor's degree w/ 18 units in the field of Administration, Supervision, Leadership or Management	Three (3) years teaching experience; TIC or OIC for at least 1 year	Attended Certified NEAP Training 24 hours of relevant training initiated, sanctioned, approved/recognized by DepEd not used in the immediate previous promotion	RA 1080 (Teacher)
Head Teacher II (SG – 15)	Bachelor's degree in Education; or Bachelor's degree w/ 18 units in the field of Administration, Supervision, Leadership or Management	Head Teacher I for at least one (1) year or teacher for four (4) years	Attended Certified NEAP Training 24 hours of relevant training initiated, sanctioned, approved/recognized by DepEd not used in the immediate previous promotion	RA 1080 (Teacher)
Head Teacher III (SG – 16)	Bachelor's degree in Education; or Bachelor's degree w/ 18 units in the field of Administration,	Head Teacher II for (2) years or teacher for five (5) years	Attended Certified NEAP Training 24 hours of relevant training initiated, sanctioned, approved/recognized by DepEd not used in	RA 1080 (Teacher)

	Supervision, Leadership or Management		the immediate previous promotion	
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The following pertinent documents must be submitted:

- a. Justification for the reclassification of position;
 - b. Duly accomplish Form 212 (CSC Form 212 Revised 2017);
 - c. Certified, Authenticated and verified (CAV) Transcript of Records;
 - d. Service Records;
 - e. Performance Rating Sheet for the last three (3) consecutive years;
 - f. Certificates/Proofs of Outstanding Accomplishments;
 - g. Equivalent Records Form for HT positions;
 - h. NEAP Certification as to the result of NQEP taken and Basic Training Course for school heads attended;
 - i. SBM Task Force's Certification as to the rating obtained in the internal and external stakeholders' assessment;
 - j. Division Selection and Promotion Board's Certification on the points obtained in the Psychological Attributes and Personality Traits Assessment;
 - k. Enrolment Data (Form 3) in the present school assignment, including the cluster schools handled, if any; and
 - l. Other pertinent documents.
3. Deadline for the submission of documents will be on March 31, 2020.
 4. Immediate dissemination of this memorandum is desired.


 SALVADOR O. OCHAVO, JR., EdD, CESO V
 Schools Division Superintendent

